



# Hamilton Police Service Board Reporting of Secondary Activities Policy P-011

Effective date: April 1, 2024

Amended:

Reviewed:

## Applicable Legislation

Section 38(1)(d) of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched.1 (the Act)*: A police service board shall establish policies respecting disclosure of secondary activities under Section 89 and decisions under that Section.

## Policy Application

- 1.1 Members of the Police Service shall not engage in any activity:
  - a. That interferes with or influences adversely the performance of his or her duties as a member of the Police Service, or is likely to do so;
  - b. That places him or her in a position of conflict of interest, or is likely to do so;
  - c. That would otherwise constitute full-time employment for another person; or
  - d. In which he or she has an advantage derived from being a member of the Police Service.
- 1.2 Paragraph 1.1 does not prohibit a member from performing, in a private capacity, services that have been arranged through the Police Service.
2. A member of the Police Service who proposes to undertake an activity that may contravene a section described in paragraph 1.1, or who becomes aware that an activity that the member has already undertaken may do so, shall disclose full particulars of the situation to the Chief of Police. In the case of the Chief of Police, the full particulars of the situation shall be disclosed to the board.

3. The Chief of Police or the board, as the case may be, shall decide whether the member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision. The member shall be notified of the decision in writing, with reasons, and a report shall be provided to the board.
4. If a member who was previously granted permission to undertake a secondary activity, and the conditions for that activity are substantially altered, the member shall disclose the details of the changes to the Chief of Police, or the board in the case of a secondary activity undertaken by the Chief of Police. The Chief of Police or the board may rescind the permission to engage in the secondary activity, or place restrictions on the secondary activity, as a result of the changes disclosed. If the permission is rescinded or conditions are added, the Chief of Police shall provide a report to the board.
5. The Chief of Police may at any time rescind the approval if it is determined by the Chief of Police that the granted privilege has become a contravention of *the Act*, the performance of duties is adversely affected, or a member refuses to comply with a restriction imposed on the activity. The board may take the same action with respect to any secondary activity undertaken by the Chief of Police.

## **Reporting**

The Chief of Police shall submit a written report to the board in accordance with Paragraphs 3 and 4. The report shall provide detail on the nature or type of the secondary activity disclosed and the reasons for allowing or denying the member to participate in the activity, and any restrictions imposed. The board shall prepare and publish reports outlined in Paragraphs 3 and 4 as they relate to any secondary activities of the Chief of Police.